Board of Water Commissioners of the City of Saint Paul

January 13, 2009 Meeting

> Agenda and Minutes

BOARD OF WATER COMMISSIONERS

January 13, 2009

Meeting Agenda

ELECTION OF OFFICERS FOR 2009: PRESIDENT, VICE PRESIDENT AND SECRETARY

CONSENT ITEMS:

- 1. Approval of the Minutes of the regular meeting of December 2008.
- 2. Approval of the Financial Statements for the month of November 2008.
- 3. Resolution No. 7012 pertaining to attendance at conferences, seminars and other training opportunities by Saint Paul Regional Water Services staff.
- 4. Resolution No. 7013 pertaining to a Twenty-Third Rider to Agreement with the City of Shoreview to provide for access over the Mississippi River Conduits right-of-way on West County Road I at Knoll Drive.

ACTION ITEMS:

- 5. Resolution No. 7014 pertaining to an agreement with the City of Saint Paul for 2009 Central Services Charges.
- 6. Resolution No. 7015 authorizing an annual expenditure to provide recognition of employees who excel in the areas of safety, security and attendance.

DISCUSSION ITEMS:

- 7. City of Shoreview Snail Lake Augmentation. (no attachment)
- 8. Meter Replacement Program. (no attachment)

GENERAL MANAGER'S REPORT

INFORMATIONAL ITEMS:

a. 2009 Board Meeting dates. (attachment)

BOARD OF WATER COMMISSIONERS

January 13, 2009

Meeting Minutes

Vice President Zanmiller called the meeting to order at 5 p.m. in the Committee Hearing Room 330, City Hall.

Roll call.

Present: Vice President Zanmiller, Secretary Gagnelius, Commissioners Anfang, Carter, Kleindl and Rossbach.

Excused: President Harris

Commissioner Bostrom arrived during Item No. 5.

Angie Nalezny, director of St. Paul Human Resources, Tom Wesolowski, City of Shoreview, John Blackstone, Dave Schuler, Steve Gleason, Jim Graupmann and Bill Tschida; Saint Paul Regional Water Services.

Election of Officers for 2009: President, Vice President and Secretary.

Commissioner Anfang nominated Pat Harris for Board President.

Pat Harris was elected President of the Board on a unanimous vote by Board members.

Commissioner Anfang nominated John Zanmiller for Vice President.

John Zanmiller was elected Vice President of the Board on a unanimous vote by Board members.

Commissioner Anfang nominated Mollie Gagnelius for Secretary.

Mollie Gagnelius was elected Secretary of the Board on a unanimous vote by Board members.

CONSENT ITEMS:

Consent Agenda Item Nos. 1 through 4 were moved for approval by Commissioner Carter as follows:

- 1. Approval of the Minutes of the regular meeting of December 2008.
- 2. Approval of the Financial Statements for the month of November 2008.
- 3. Resolution No. 7012 pertaining to attendance at conferences, seminars and other training opportunities by Saint Paul Regional Water Services staff.

WHEREAS, Attendance at training, education and development (TED) opportunities by Saint Paul Regional Water Services staff has been beneficial to the utility and the Board; and

WHEREAS, the following TED opportunities are scheduled for 2009:

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Annual Conference & Exposition	San Diego, CA	June 14-18
Water Quality Technology	Seattle, WA	November 15-19
AWWA / WEF Joint Management	New Orleans, LA	February 17-20
Distribution and Plant Operations	Reno, NV	August 30 – Sept. 2
Minnesota Section	Duluth, MN	September
Seminars	to be determined	to be determined

AMWA (Association of Metropolitan Water Agencies) TED Opportunities

Legislative Conference	Washington, DC	April 19-22
Annual Conference	Naples, FL	October 25-29

Miscellaneous Training and Development

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GITA (Geospatial Information &		
Technology Association) Conference	to be determined	to be determined
CMMS Oracle User Group Workshop	to be determined	to be determined
WaterWorks Management - Spring	to be determined	to be determined
WaterWorks Management -Fall	Chicago, IL	to be determined
National GFOA	to be determined	to be determined
Customer Information Forum	Detroit, MI	April
Minnesota Rural Water	St. Cloud, MN	to be determined
Minnesota GFOA	Alexandria, MN	to be determined
SANS Conference	Chicago, IL	May
AUS Infinity User Conference	to be determined	to be determined

WHEREAS, the General Manager has requested that he be authorized to designate a limited number of staff to represent Saint Paul Regional Water Services at these conferences, seminars and other training opportunities; and

WHEREAS, attendance at the conferences shown above may involve the cost of transportation, lodging, meals and registration; and

WHEREAS, occasionally, the General Manager may decide that attendance at a conference, seminar or training session, different than that originally requested may be in the Board's best interests and requests authority to make such a substitution; now, therefore, be it

RESOLVED, that actual expenses incurred by attendees designated by the General Manager shall be paid from Saint Paul Regional Water Services funds.

Adopted. Yeas - 5 Nays - U	Adopted.	Yeas - 5	Nays - 0
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4. Resolution No. 7013 pertaining to a Twenty-Third Rider to Agreement with the City of Shoreview to provide for access over the Mississippi River Conduits right-of-way on West County Road I at Knoll Drive.

WHEREAS, the Board of Water Commissioners ("Board") does possess title to a sixty foot (60') wide right-of-way easement over certain real estate in the Southeast Quarter of the Southwest Quarter of Section 3, Township 30, Range 23, in Ramsey County, Minnesota, said easement containing the Board's two 60-inch Mississippi River Conduits; and

WHEREAS, the City of Shoreview ("City") having entered into an Agreement with the Board of Water Commissioners dated September 24, 1964, for the purposes of locating certain public works within the Board's rights-of-way in the City of Shoreview, Minnesota; and

WHEREAS, the City desires access over said easement at West County Road I at Knoll Drive to perform storm pond maintenance work; and

WHEREAS, staff has prepared a Twenty-Third Rider to said Agreement of September 24, 1964, which sets forth the conditions of construction and access over the premises and which protects the Board's right, interests, and facilities; and

RESOLVED, that the Twenty-Third Rider to Agreement with the City of Shoreview is hereby approved, in substantially the form submitted, and that the proper officers of the Board are hereby authorized and directed to execute said Rider on behalf of the Board following approval of the assistant city attorney.

Adopted.

Yeas - 5

Nays - 0

ACTION ITEMS:

5. Resolution No. 7014 pertaining to an agreement with the City of Saint Paul for 2009 Central Services Charges.

Mr. Schneider explained that payments from the Board to the City for Central Service Charges to the City have been made for many years, with formal agreements between the parties beginning in 1999. These charges reimburse the city expenses incurred by its City Attorney's Office, the City Council, the Mayor's Office, Citizen Service, Financial Services, Human Resources, Human Rights, and the Office of Technology. Except for payments to the Contract and Analysis and the Treasury Department, which are paid on a per-transaction basis, payment amounts are based on Full Time Equivalents (FTEs).

The total cost of the agreement is \$1.1 million, just under \$50,000 or 5% more than 2008.

Vice President Zanmiller added that having the charges itemized and explained to the Board has been an evolving process, which started with no more than the city stating the amount owed and is now an itemized list in an agreement.

Mr. Schneider stated that as part of the evolving process, various department heads have been invited to Board meetings to explain the services provided by their departments, beginning with tonight's presentation by Angie Nalezny, Human Resources director.

Mr. Schneider introduced Ms. Nalenzy, who explained the primary functions of the Human Resources department.

Board members asked a number of questions, which were addressed by Ms. Nalezny and Mr. Schneider.

Commissioner Carter requested that future Central Services staff reports include the previous year's charges, listed opposite the proposed charges.

Resolution No. 7014 was moved for approval by Commissioner Kleindl as follows:

WHEREAS, the City of Saint Paul ("City") and the Board of Water Commissioners ("Board") have agreed to the terms and conditions of an Agreement addressing those direct and shared Central Services to be performed for the Board by the City for calendar year 2009; and

WHEREAS, the City and the Board have agreed that charges for said Central Services, which are paid directly to the general fund, shall total approximately \$1,105,597 for calendar year 2009; and

WHEREAS, the Board also agrees to reimburse the City for its actual costs to provide Contract and Analysis services and Treasury Investment Management services for calendar year 2009, which are estimated at this time to be \$150,000; and

WHEREAS, staff has prepared an agreement which sets forth the terms and conditions for the provision of said 2009 Central Services and recommends approval of said agreement; and

WHEREAS, the assistant city attorney has reviewed and approved said agreement as to form; now, therefore, be it

RESOLVED, that the Board of Water Commissioners does hereby approve the Agreement for 2009 Central Services with the City of Saint Paul at a total cost of approximately \$1,225,597, and does hereby authorize and direct the proper officers of the Board to execute said Agreement on behalf of the Board.

Adopted Yeas - 6 Nays - 0

Resolution No. 7015 authorizing an annual expenditure to provide recognition of employees who excel in the areas of safety, security and attendance.

Mr. Schneider explained that the resolution authorizes the expenditure of \$1,000 per calendar year to provide recognition of employees who excel in the areas of safety, security and attendance, to be used in accordance with a plan to be developed by the General Manager.

Resolution No. 7015 was moved for approval by Commissioner Carter as follows:

WHEREAS, Saint Paul Regional Water Services 2006-2008 Strategic Plan, as approved by the Board of Water Commissioners, identified the promotion of safety, security and employee wellness as critical success factors in the operation of the Board's water utility; and

WHEREAS, the Board wishes to recognize Saint Paul Regional Water Services employees who strictly observe safety, security and attendance policies and procedures, as such employees who provide value to the utility's ratepayers by reducing absences, lost time and medical expenses and by ensuring the security of Board-owned facilities; therefore, be it

RESOLVED, that the Board of Water Commissioners hereby authorizes Saint Paul Regional Water Services General Manager to create and implement a plan and to expend \$1,000 per calendar year pursuant to said plan to provide recognition of employees who excel in the areas of safety, security and attendance.

Adopted.

Yeas - 6

Navs - 0

DISCUSSION ITEM

7. City of Shoreview – Snail Lake Augmentation. (no attachment)

Mr. Schneider explained that the City of Shoreview has pumped water from Sucker Lake to Snail Lake, in accordance with a 1993 agreement. The DNR required the pumping stop a couple years ago to prevent the spread of zebra mussels that had been detected in the chain of lakes.

Since that time, Shoreview and its consultant, SEH, have been working to develop a treatment technique satisfactory to the DNR so that pumping could resume.

They have developed such a technique, which would require a small treatment facility on Boardowned land near Rice Street and Snail Lake Boulevard, and also a new agreement. Ramsey County would have to be a party to that agreement, as it maintains the park area where the facility would be located

At this time, Tom Wesolowski from the City of Shoreview is here to explain the proposal and receive comment from the Board.

Mr. Wesolowski explained that the proposed treatment facility would be constructed east of Rice Street and next to the existing pipe between the lakes. The facility would be an underground concrete structure housing a 40 micron automatic filtering system.

Mr. Wesolowski and Mr. Schneider responded to questions from Board members.

- 8. Meter Replacement Program. (no attachment)
 - Mr. Schneider introduced Chief Engineer Dave Schuler.

Mr. Schuler reviewed the replacement program and current recommendations;

- 89,000 residential meters to be replaced over a three year period, starting in 2010.
- Touch Pad technology, similar to what is currently used, at a total cost of \$27 million.
- Bonding would be in two stages; the first in 2010 and the second in 2012.
- The meters would be installed by an outside contractor, selected by competitive bidding.

Mr. Schuler added that Radio-Read technology would save \$160,000 per year, but that would not offset the additional \$10 million installation cost.

Board members expressed their preference for the Touch Pad system.

GENERAL MANAGER'S REPORT

1. Standard and Poor's AAA bond rating

Mr. Schneider presented the plaque acknowledging the AAA rating.

2. 2009 Board meeting dates

A schedule of meeting dates was presented.

3. Saint Paul Regional Water Services Annual Employee Conference

The 2009 conference will be held from 8:00 am to 4:00 pm January 22, 2009 at Holiday Inn St.

Paul-East Hotel located at 2201 Burns Avenue in St. Paul. President Harris is planning to attend

and all Board members are welcome.

4. State Auditor's meeting minutes

Minutes from a required Planning Entrance meeting with the State Auditor's Office that was

attended by Vice-President Zanmiller will be delivered to each Board member. Questions should

be directed to the General Manager.

The meeting was adjourned at 6:05 pm.

Attest:

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Secretary	Vice President